

# **Housing Improvement Team**

## **27 February 2008 Meeting**

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**Facilitator:** Don Dauman: Director of Contract Administration (DCA)

**Attending:** Eric Weigel: Erie County Housing Coordinator (EHC), William Nemeti: Buffalo Psychiatric Center; Alfred Haley: Cazenovia Recovery Systems; Denis Bouchard: Housing Options; Paige Prentice: Horizon Health Services; Elizabeth McClam: Lake Shore; Reno Tabone: Living Opportunities of DePaul; Kim Baughan and Sam Washington: Restoration Society, Inc.; Bob Roth: Southern Tier Environments for Living; Rosemary Duran, John Braciszewski and Tracey Johnson: Transitional Services Inc.; Kim Lewis: WNY Veteran's Housing Coalition.

**Absent:** Buffalo Federation of Neighborhood Centers, Spectrum Human Services

**Guest Speakers:** Peggy Minal and Margaret Rafferty

**Minutes:** Christopher Kennedy: Assistant to Erie County Housing Coordinator

### **1. HUD Brief, and Questions:**

- i. Q: Why are Counts conducted in the middle of the winter?**  
**A:** This is a problem throughout the northern U.S. The problem has been brought to HUDs attention at the Federal level, but nothing has been done.
- ii. Q: Are APRs just HUD paper-pushing, or is there a purpose?**  
**A:** The purposes of APRs are two-fold: First, they are used for the gathering of statistics for a National Homelessness Database. Second, they are used by the Local HUD Office to track progress of programs.
- iii. Q: Is there an income cap for Shelter Plus Care programs?**  
**A:** Not a rigid cap, but excessive income, especially if it becomes a pattern, will raise questions with HUD. Additionally, income only need be reassessed annually. If income goes up during the course of a year, the stipend does not need to be updated until the annual review.
- iv. Q: Will excessive lengths of stay cause problems?**  
**A:** There is no limit to lengths of stay, but expected lengths of stay would be based off of the original application (and any amendments). Having lengths of stay that are, on average, consistently going above the original proposal would cause HUD to review. This is dependent on individual contract.
- v. Q: What is the homelessness requirement for persons coming from Transitional Housing?**  
**A:** So long as there is documentation of homelessness prior to entering a transitional housing status, people can *maintain* homelessness status for up to two years.

- vi. **Q: Can Child Support be deducted from a Consumers Gross Income?**  
**A:** Although incoming child support is counted as income, outgoing Child Support is a bill, and *cannot* be deducted from income.

**2. ADMINISTRATIVE NOTES:**

- i. **Local Renewal Application (for all programs except SHP VI):**  
**Due February 29, 2008**
- ii. **APRs for S+C I, S+C II/III, S+C IV and S+C V:**  
**Due February 29, 2008**
- iii. **Points of Procedure on Step-Down and BPC Beds:**
  - a. **Step-Down Beds:** By the CHPS policies and procedures, agencies with Step-Down beds do not need to submit an application through CHPS to move people from licensed housing to the designated Step-Down beds within their own agencies. CHPS does require notification of Step-Down referral and placement, and suggests the CHPS application coversheet with a note indicating Step-Down placement as a good format. While most people working with the Supported programs are aware of this procedure, CHPS continues to receive many application forms from Residential Counselors and other people at licensed/residential facilities who are not aware of their own agencies Step-Down beds. It should also be noted that while Step-Down beds are always an option, that residential providers are welcome to apply through CHPS if they so choose. This can be done if the wait-list for Step-Down beds is longer than the CHPS non-homeless waitlist time or if the consumer wishes to go to Supported Housing with a different agency, and only if all other standard CHPS criteria are met.
  - b. **BPC Beds:** Although CHPS does not currently have any cases waiting for placement into BPC Step-Down beds, any openings created in BPC set aside beds should be filled through CHPS. Providers should not contact BPC directly to fill vacancies in BPC set-aside beds. If there are, at the time of the vacancy, no BPC consumers awaiting placement into Supported Housing, those openings may be filled by as Step-Down or Generic SPOE beds.
- iv. **Clarification on Reporting Requirements:**
  - a. Quarterly Indicators Report due thirty days after the end of each quarter (April 30<sup>th</sup>). These are due to you county contract manager, not to the Erie County Housing Coordinator
  - b. Supported Housing Requirements: Due monthly, by the 20<sup>th</sup> of each month to the Erie County Housing Coordinator
  - c. Licensed Housing Requirements (Monthly Utilization Report): Due monthly, by the 10<sup>th</sup> of each month to the Erie County Housing Coordinator. A review of the Quarterly Indicators Report versus the Licensed Housing Monthly Utilization Report was conducted. It was determined that while the both track several of the same items, there

are several separate requirements for each and both will remain requirements.

- v. **CDP Newsletter Distribution:** Please inform Christopher Kennedy if you are not currently signed up to receive the CDP Newsletter so that you may be added to the distribution list.
- 3. **UPDATE: Changes in Medicaid and Food Stamps:** Applications can now be done over the phone through NYSNAP. These include an expedited application and are exempt from finger imaging.
- 4. **Accessing Wrap Dollars:** This item will be carried over to the next meeting
- 5. **Use of the 2008 FMR:** This item will be carried over to the next meeting.
- 6. **INPUT: What Guest Speakers would you like to see Brought in?**
  - i. Section 8 providers
  - ii. Denise Ripstein from DSS to explain benefits, specifically the new Medicaid and Food Stamp rules

**IMPORTANT NOTE:** Be advised that an RFP for 30 BPC beds has been posted on the ECDMH website. Any agencies wishing to apply for this should have submissions in by March 28<sup>th</sup>, 2008.

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**NEXT MEETING: March 26, 2008**